

CONFIDENTIAL

Support Services Course - Phase I (5-8 days)

Proposed List of Subjects

Opening Remarks by DDS

Seminar: Administrative Concepts and Terminology

CIA's Unique Authorities in the Field of Administration

Elements of Administrative Control: OBPAM

A. Budgets, Programs and Projects

B. Manpower Controls

Panel: A Career in the Support Services

Federal Personnel Administration

CIA Career Service System: Concepts, Policies, and Structure

CIA Personnel Statistics

Role of the Director of Personnel

Training Support to Personnel Administration

Medical Support to Personnel Administration

Role of the Director of Finance

Procurement of Funds

Budget Execution

Expenditure of Funds

Role of the Audit Staff

Role of the Director of Logistics

Supply

Procurement

Transportation

Real Estate

Role of the Office of Security

Personnel Security Policies

Physical Security Policies

Cover in CIA Administration

Cable Traffic Systems

Dispatch Traffic Systems

Inter-Agency and Intra-Agency Communications

CIA Regulations System

CIA Records Policies